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ALBERTA ECONOMIC DEVELOPMENT AND TRADE

MISSION STATEMENTS AND ORGANIZATION CHARTS BY DIVISION AND BRANCH

September, 1989

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Development
And Trade

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ALBERTA ECONOMIC DEVELOPMENT AND TRADE

MISSION STATEMENTS AND ORGANIZATION CHARTS BY DIVISION AND BRANCH

September, 1989

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ALBERTA ECONOMIC DEVELOPMENT AND TRADE

MISSION STATEMENTS AND ORGANIZATION CHARTS BY DIVISION AND BRANCH

SEPTEMBER, 1989

THIS REPORT CONTAINS THE MISSION STATEMENTS AND ORGANIZATION CHARTS FOR THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND TRADE. THESE ARE PROVIDED BY DIVISION AND BRANCH, AND ARE INTENDED TO CONVEY A CLEAR DESCRIPTION OF RESPONSIBILITIES AND STAFFING. THE REPORT SHOULD BE A HANDY REFERENCE GUIDE FOR USERS TO THE ACTIVITIES OF THE DEPARTMENT AND THE APPROPRIATE CONTACT POINTS. THE PRINCIPAL OBJECTIVE IS TO ENHANCE THE AWARENESS OF OTHER DEPARTMENTS, THE PRIVATE SECTOR AND THE GENERAL PUBLIC OF THE DEPARTMENT'S MANDATE AND STRUCTURE.

FOR FURTHER INFORMATION OR ADDITIONAL COPIES OF THIS REPORT, PLEASE CONTACT:

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COMMUNICATIONS AND INFORMATION
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ALBERTA ECONOMIC DEVELOPMENT AND TRADE

MISSION STATEMENT

PURPOSE:

The mission of Alberta Economic Development and Trade is to provide leadership in the coordination, development and implementation of the provincial government's economic development and diversification strategy so that the short and long-term economic well-being of Albertans will be improved. We will accomplish this by working with departments of the Government of Alberta, the Alberta business community, foreign buyers and investors, and with other governments and associations.

Overall, Alberta Economic Development and Trade exists in order to:

- Stimulate balanced growth in the provincial economy by providing assistance and advice to Alberta communities and small businesses.

- Enhance Alberta's strength as a trading partner and maintain or expand markets outside the province by encouraging and assisting the private sector to improve its "export readiness" and market share in domestic and international markets.

- Support the further diversification of the Alberta economy by promoting the province as an international trade and business centre and the opportunities it offers to investors and entrepreneurs.

- Research, develop, coordinate, deliver and evaluate policies and programs that meet the information and development needs of the Alberta business community in the areas of business development, trade, investment, transportation and international assistance.

- Foster an attitude of coordination and cooperation among departments, agencies and other levels of government in the development and implementation of economic policy and programs.

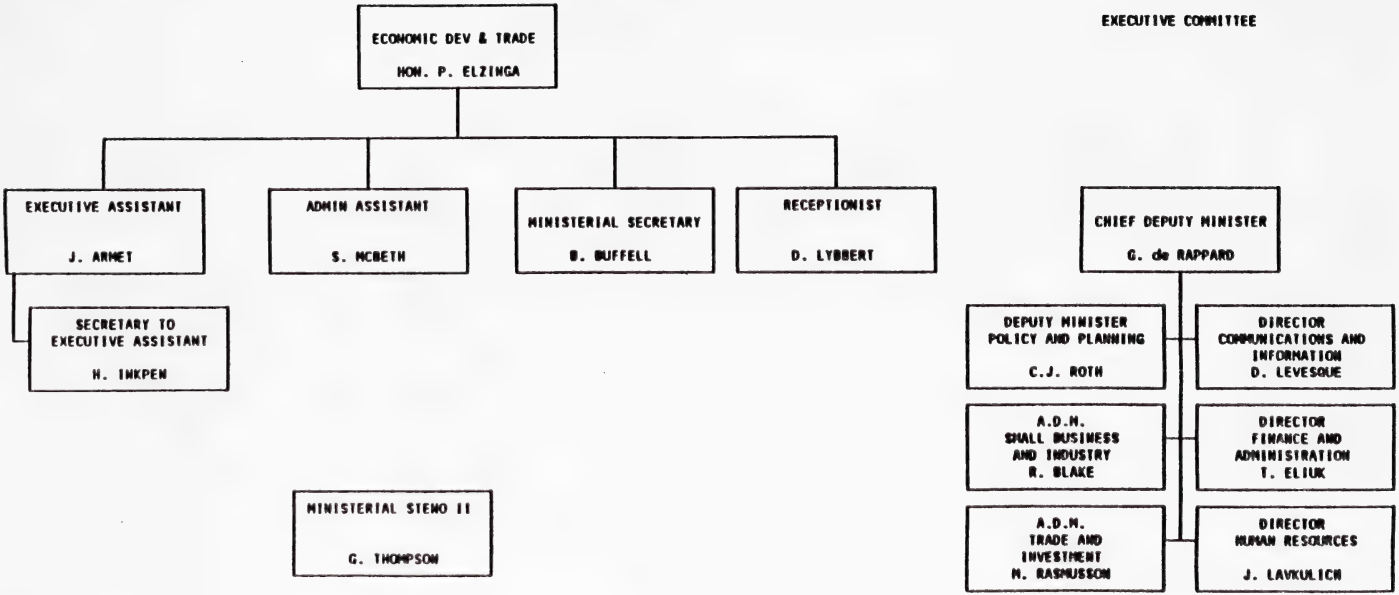
- Play a coordinating role to ensure that the activities of other government departments and agencies (including the federal government) are compatible with the economic development and diversification strategies of the Alberta government.

- To strive for excellence in the delivery of service by encouraging a professional team approach within the department that is sensitive to the needs of the private sector and encourages the most effective use of our resources and development of individual skills and abilities.

- Carry out these activities within a framework that supports the traditional Alberta values of: entrepreneurial initiative, individual responsibility and self reliance, fairness, innovation, and dedication to quality and competitiveness within a global context.

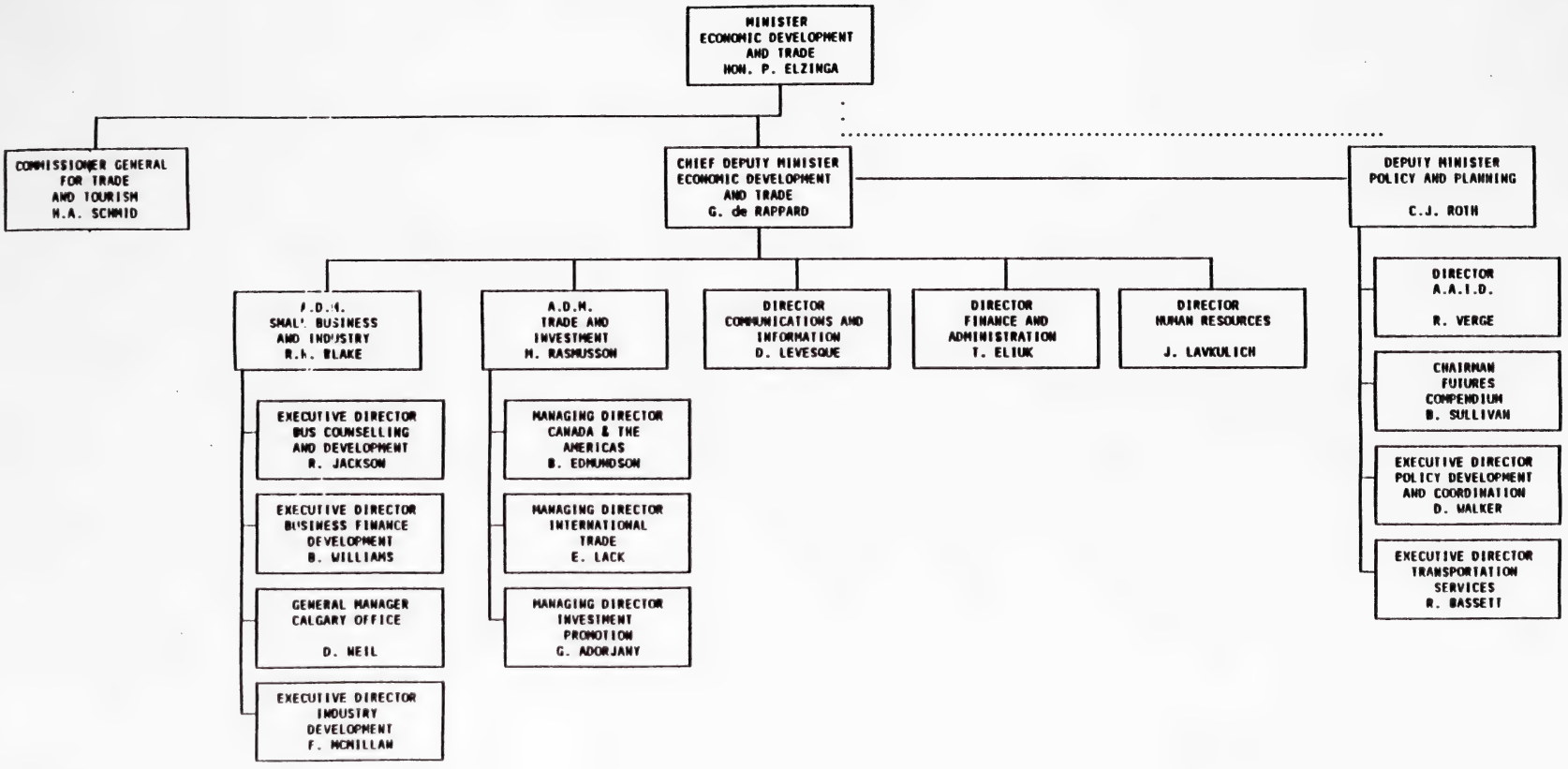
September, 1989

MINISTER'S OFFICE



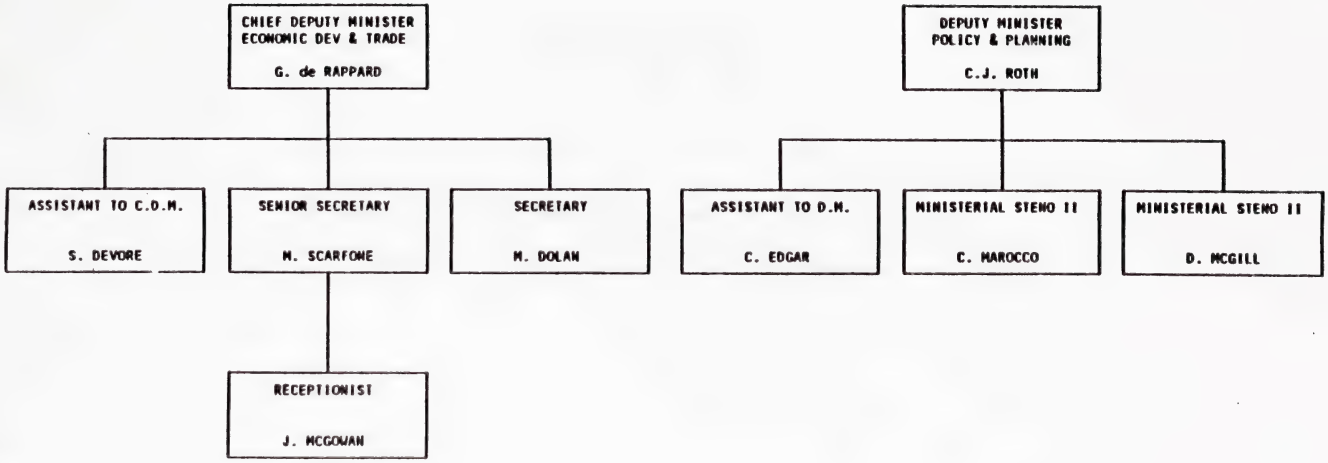
AUG 1, 1989

ECONOMIC DEVELOPMENT AND TRADE
MANAGEMENT COMMITTEE



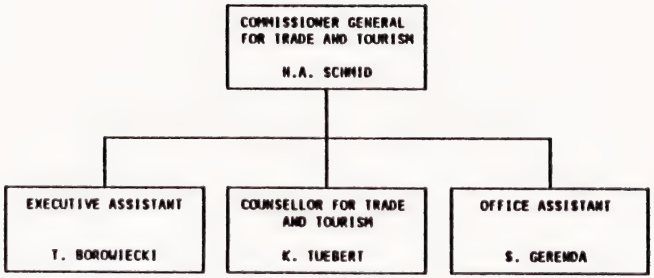
AUG 1, 1989

DEPUTY MINISTER'S OFFICES



AUG 1, 1989

COMMISSIONER GENERAL
FOR TRADE AND TOURISM



AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

SMALL BUSINESS AND INDUSTRY DIVISION

MISSION STATEMENT

PURPOSE:

The Small Business and Industry Development Division exists to encourage business development in Alberta by developing and implementing policies and programs that will assist existing Alberta businesses to develop and grow and encourage new businesses and industries to establish in Alberta. We will accomplish this by working with business, industry, business related organizations and Alberta communities as well as other divisions, departments and governments.

Overall, the Small Business and Industry Division exists in order to:

- Provide sector expertise in industrial opportunity identification and evaluation that will assist Alberta firms to increase productivity, product quality and the adoption of advanced technology leading to improved and enhanced access to markets.

- Provide access to business counselling, information services, management assistance and facilitate the delivery of entrepreneurial education services throughout the province, to foster positive entrepreneurial attitudes and to promote sound management practices leading to enhanced marketing skills and informed business decisions.

- Develop and enhance information bases and financial initiatives to facilitate domestic and foreign investment activities leading to greater diversification of the provincial economy through new business formations, expansion of existing businesses and development of industries.

- Provide appropriate expertise and support to Alberta communities to assist them to the information, program and policy development requirements of the Division and the private sector.

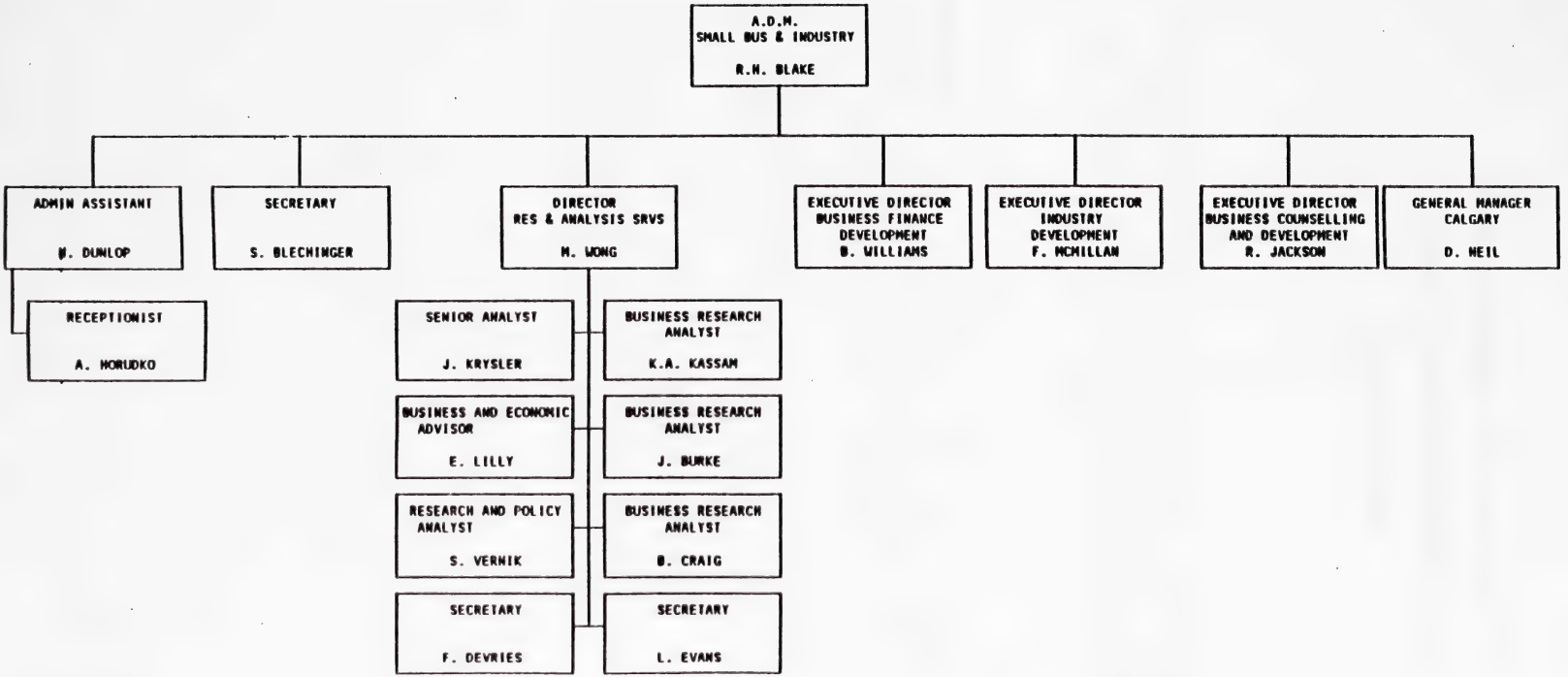
- Develop and enhance a Research and Analytical capability to provide support to the information, program and policy development requirements of the Division and the private sector.

- Work with the private sector in cooperation with other divisions, departments and governments to facilitate the export readiness of Alberta businesses.

- Strive for excellence in the development and delivery of programs and services by encouraging a professional team approach within the division, that is both innovative and sensitive to the needs of the private sector, which encourages the most effective use of resources and facilitates the development of individual skills and abilities.

September, 1989

SMALL BUSINESS AND INDUSTRY



AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

BUSINESS FINANCE DEVELOPMENT BRANCH

MISSION STATEMENT

Purpose:

The Business Finance Development Branch exists to provide financial support services to the department, other government departments, and the private sector. The branch administers specific programs and provides significant input into the development, implementation and administration of financial initiatives designed to foster business development and diversification in Alberta.

Overall, the branch exists to:

- monitor closely existing loans, investments, grants and loan guarantees to ensure that terms and conditions associated with agreements are met and to ensure government financial assistance and/or guarantee exposure is recovered to the fullest extent and losses, if and when they occur, are minimized.

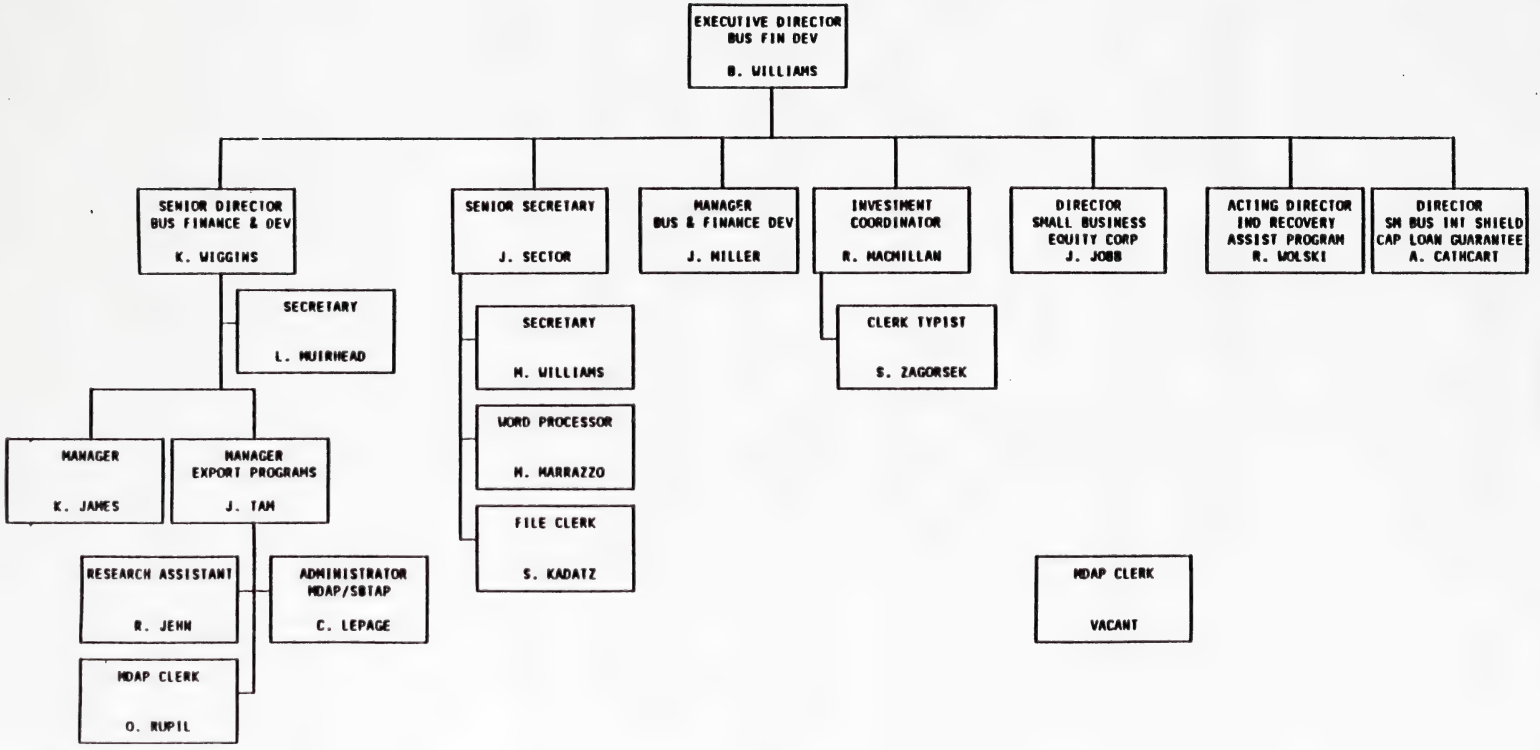
- administer financial initiatives designed to enable Alberta business and industry to identify and pursue business opportunities leading to economic growth, development and diversification.

- work in concert with the financial community to provide input to the department or other government departments in the development, implementation and administration of programs designed to meet the financial needs of Alberta business and industry by promoting capital investment and facilitating capital formation.

- evaluate and provide recommendations with respect to special initiatives or individual projects proposed by the department, other government departments or the private sector which meet one or more of the criteria establishing uniqueness, potential for extraordinary economic benefit to Alberta, potential for new export opportunities, or development in depressed geographical areas. Normally, support for financially troubled businesses or projects with insufficient private sector equity would not meet the foregoing criteria.

October, 1989

BUSINESS FINANCE DEVELOPMENT



AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

INDUSTRY DEVELOPMENT BRANCH

MISSION STATEMENT

PURPOSE:

The Industry Development Branch exists to play a lead role in enhancing industrial development, economic diversification and the growth of private sector enterprises through the implementation of initiatives that encourage specific patterns of investment in industrial sectors. This will be accomplished by working with Alberta businesses, investors, industrial organizations as well as other divisions, departments and governments.

Overall, the Industry Development Branch exists in order to:

- Provide sector expertise in industrial opportunity identification for key industrial sectors such as food, chemicals and petrochemicals, secondary forest industries, advanced materials, plastics, consumer products, electronics, advanced manufacturing, aerospace, film, industrial products and services, publishing and printing, and other sectors as priorities are identified.

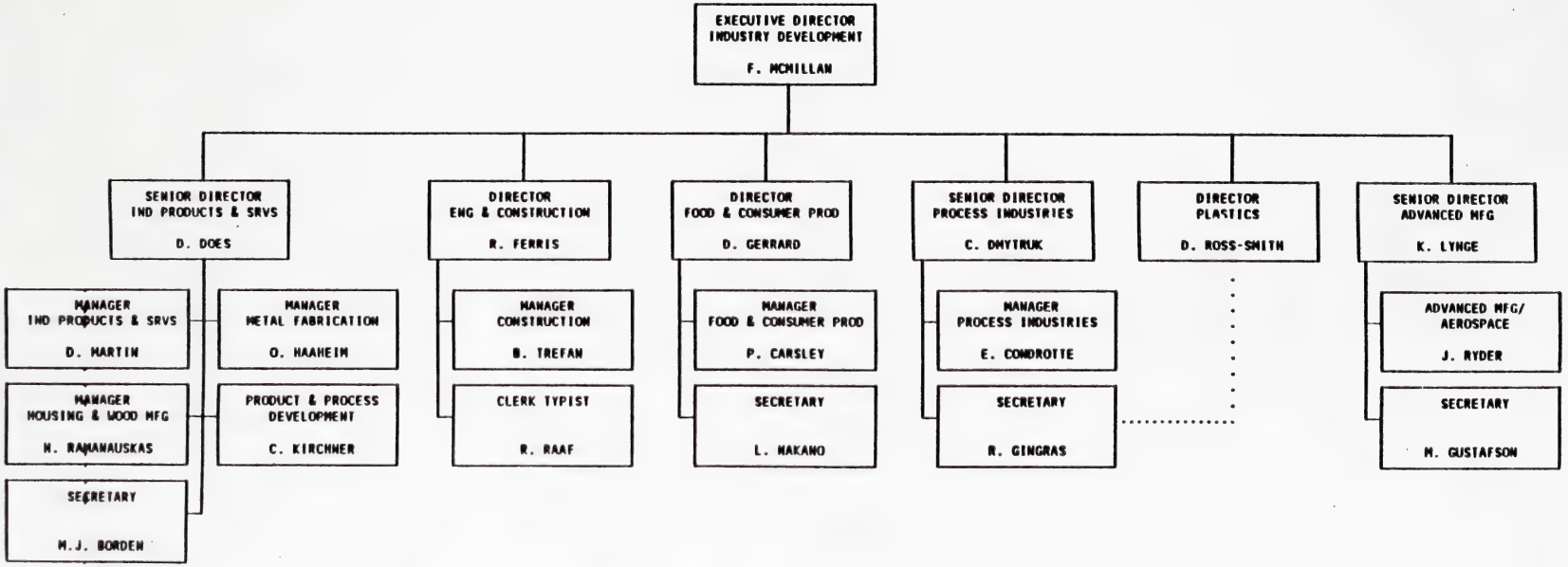
- Provide manufacturing, production and operations expertise through educational information and counselling to effectively enhance both plant efficiencies and capacity utilization through improved management of such resources as labour, materials, energy, machinery and equipment,

- Assist Alberta businesses to improve competitiveness, overall productivity and product quality leading to enhanced access to markets through the development, undertaking, and/or adoption of appropriate and advanced technologies, quality assurance measures and product development activities.

- Encourage expanded public and private sector purchasing activities as an integral part of industry development activities within all communities and regions.

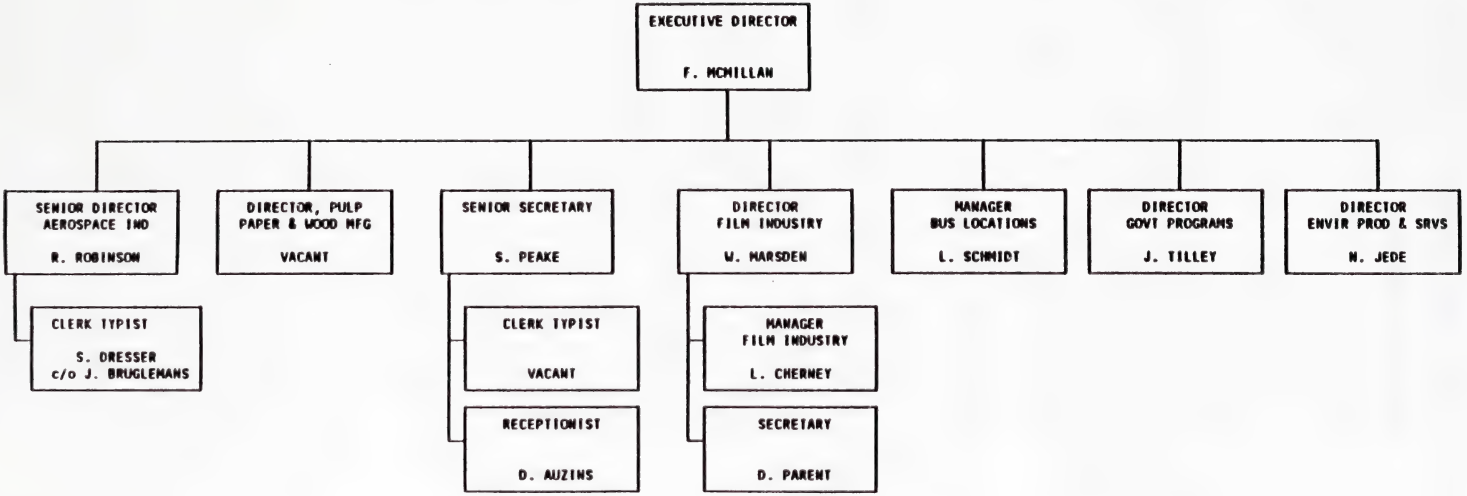
September, 1989

INDUSTRY DEVELOPMENT
(Page 1)



AUG 1, 1989

INDUSTRY DEVELOPMENT
(PAGE 2)



AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

BUSINESS COUNSELLING AND DEVELOPMENT BRANCH

MISSION STATEMENT

PURPOSE:

The Business Counselling and Development Branch exists to assist Alberta communities to enhance business activity in a manner compatible with local resources leading to balanced growth and economic stability throughout the province. This will be accomplished by developing and implementing policies, programs and services, based on the principles of self-help and cooperative participation in support of the business development initiatives of Alberta businesses, entrepreneurs, individuals, municipalities and economic development and business organizations.

Overall, the Business Counselling and Development Branch exists in order to:

- Provide business counselling, information services and other assistance to foster entrepreneurship and sound management principles and practices.

- Provide expertise and support to communities to enhance their economy and provide a focal point for accessing department and government programs and services, through maintenance of a regional office and computer-assisted business information network.

- Facilitate the business and market opportunity identification activities of Alberta firms and communities.

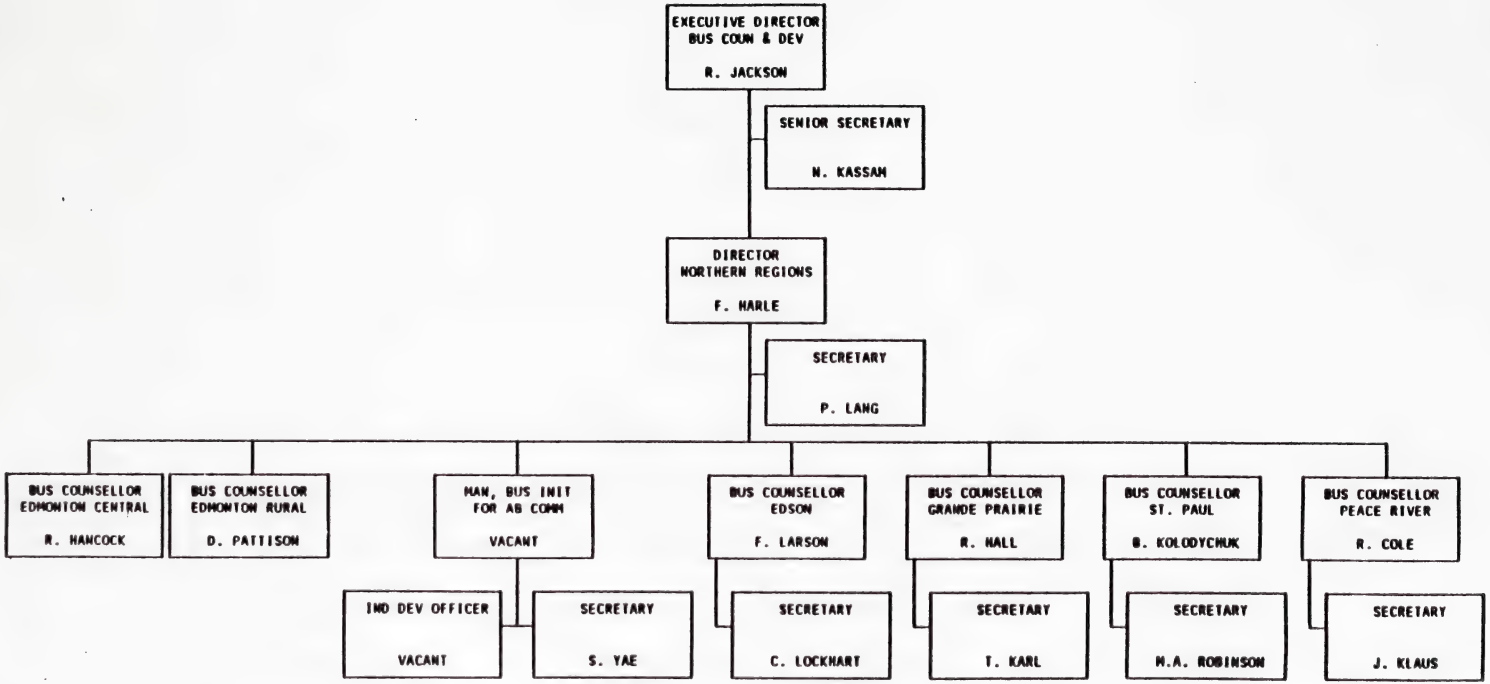
- Provide appropriate information to prospective investors regarding Alberta business opportunities.

- Support Alberta businesses in an advocacy role on issues and matters that will lead to an improved business climate.

- Develop and implement policies and special programs to address private sector needs and support business growth.

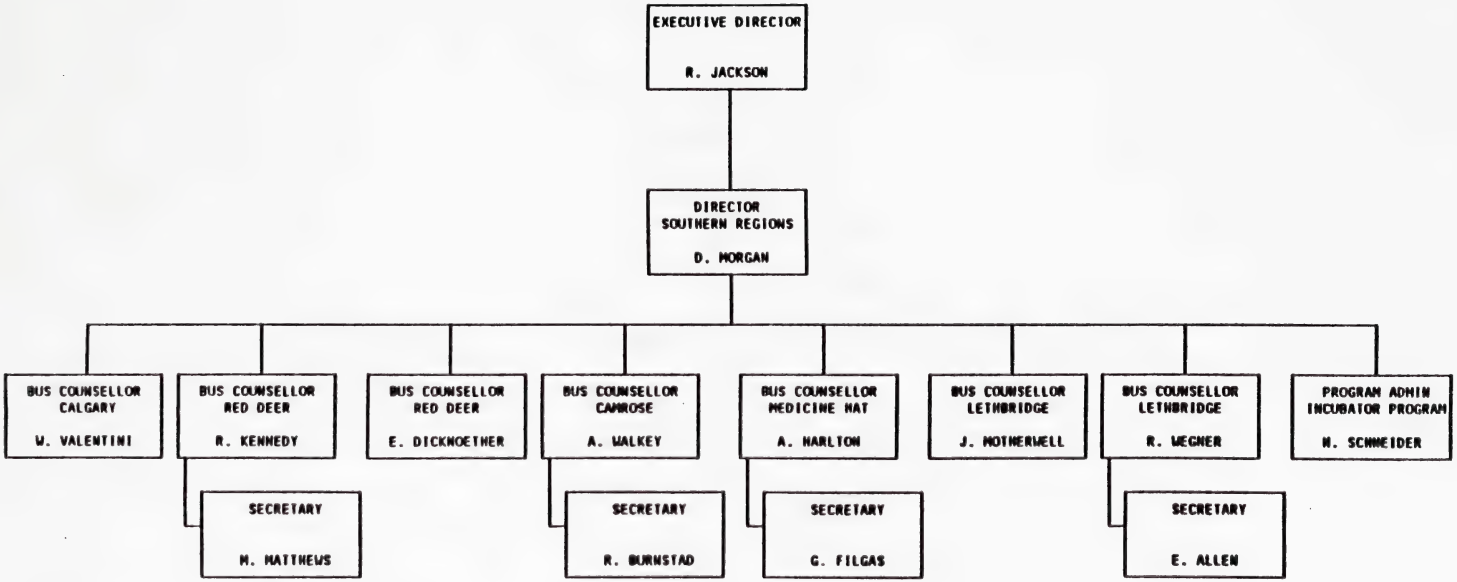
September, 1989

BUSINESS COUNSELLING AND DEVELOPMENT
NORTHERN REGIONS



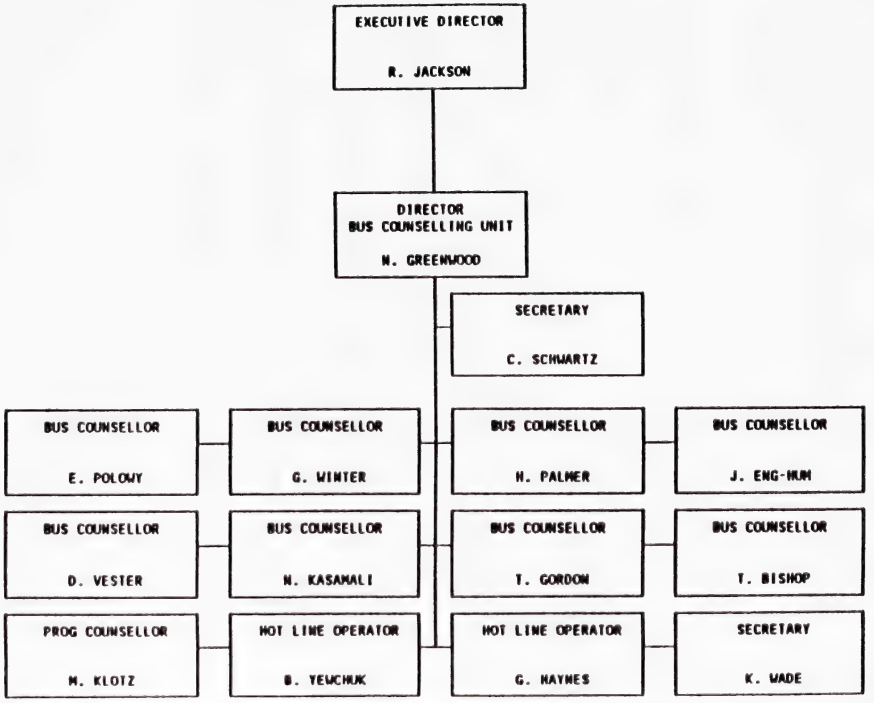
AUG 1, 1989

BUSINESS COUNSELLING AND DEVELOPMENT
SOUTHERN REGIONS



AUG 1, 1989

BUSINESS COUNSELLING AND DEVELOPMENT
BUSINESS COUNSELLING UNIT



AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

CALGARY OFFICE

MISSION STATEMENT

PURPOSE:

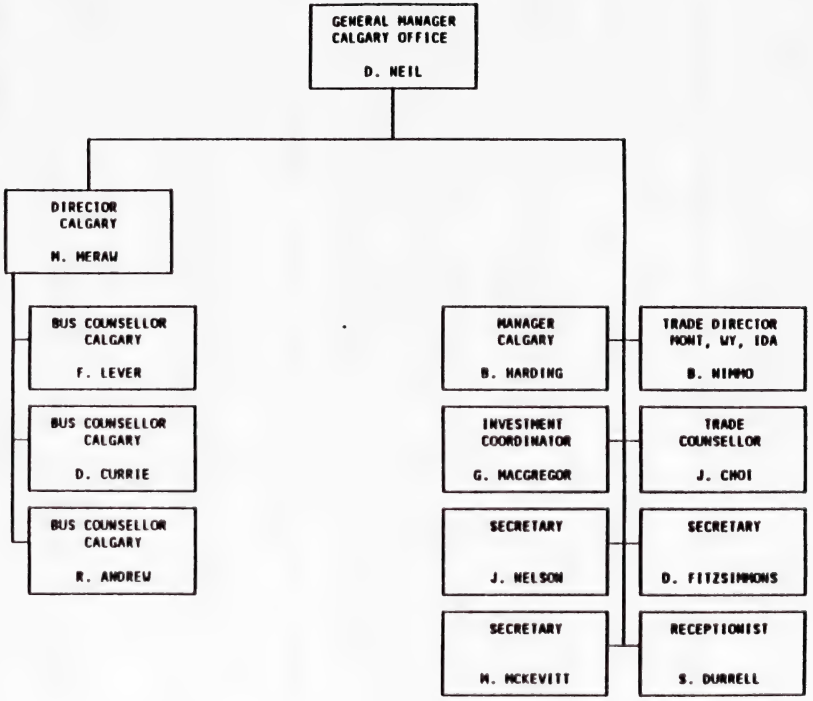
The Calgary Office is responsible for representing the Department of Economic Development and Trade in Calgary in all elements of departmental activities. This will be accomplished by working with Alberta businesses, individuals, entrepreneurs and industry representatives as well as maintaining a network of senior contacts in both the private and pubic sectors.

Overall, the Calgary Office exists in order to:

- Promote business development through the provision of business counselling and information services.
- Assist Alberta firms to develop and pursue identified business opportunities
- Promote and coordinate the delivery of department programs and services.
- Coordinate local business development initiatives with municipal officials.
- Bring forward within government, community concerns and issues in conjunction with regional office staff.
- Assist in the coordination of visits to Calgary of domestic and foreign public and private sector dignataries, representatives and investors.
- Provide input into and recommendations on information, program and policy development activities of the division and department.
- Provide timely responses to private sector concerns.

September, 1989

CALGARY OFFICE



AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

RESEARCH AND ANALYSIS SERVICES

MISSION STATEMENT

PURPOSE:

Research and Analysis Services exists to assist the Small Business and Industry Division in accomplishing its mission by providing policy, program and research support to the various branches of the Division. This will be accomplished by working with division and department staff, business, industry, business related organizations, entrepreneurs, individuals and Alberta communities as well as other departments and governments.

Overall, Research and Analysis Services exists in order to:

- Provide the various branches in the Division with expertise, support and assistance in policy and program development and evaluation.

- Research, analyze, develop, coordinate and provide timely responses, positions and recommendations on business, industry and community development issues for departmental consideration.

- Assist the Division, the Department, other Departments as well as Alberta businesses, industries and communities with their market research and business information requirements. This will be accomplished by compiling, developing and disseminating business information and providing access to technical, statistical and methodological assistance.

- Assess and bring forward within the Division, business development issues and concerns.

- Monitor and evaluate business, development research activities and programs in other organizations and jurisdictions with a view to assessing their applicability to Alberta.

- Cooperatively participate with business related organizations, other departments and other governments in developing business programs, data banks and policies in accordance with the needs of the private sector.

- Provide support services to the Division and the business community through a results oriented and innovative team approach that encourages creativity and the development of individual skills and abilities.

September, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

TRADE AND INVESTMENT DIVISION

MISSION STATEMENT

PURPOSE:

The Trade and Investment Development Division exists to enhance the economic growth and further diversification of the Alberta economy by assisting and encouraging the private sector to participate more effectively in expanding exports and attracting investment. We will accomplish this by working with Alberta-based businesses, business-related organizations, post secondary institutions, other divisions and Alberta government departments as well as businesses from outside Alberta and other governments.

Overall, the Trade and Investment Division exists in order to:

- Identify market opportunities outside Alberta and match them with the capabilities of Alberta companies.

- Promote the province as an international trading business centre, and to attract foreign investment, business and entrepreneurial immigration.

- Develop and implement policies and programs that will assist and encourage the private sector in developing exports and attracting investment.

- Work with the private sector to improve its awareness of trade opportunities and how to take advantage of them.

- Develop national and international links between buyers and sellers and potential business partners from outside Alberta.

- Develop and implement financial support to assist the private sector to participate in trade activities outside Alberta that create job opportunities within our province.

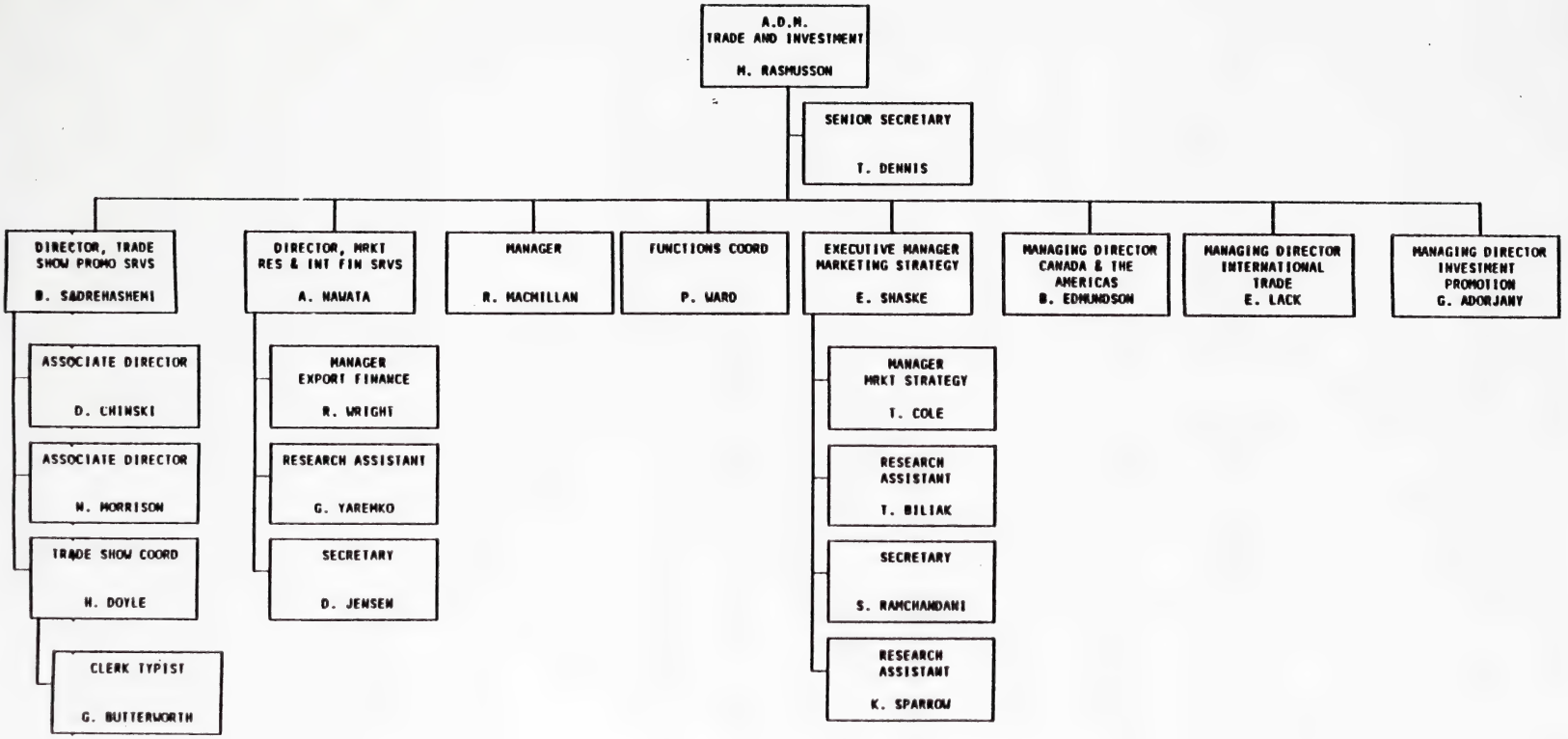
- Foster coordination and cooperation among provincial departments and agencies and other levels of government in the area of trade and investment, to ensure that their activities enhance the economic development and diversification strategies of the Alberta government.

- Research, analyze and provide market information that will assist Alberta businesses to expand their markets outside the province of Alberta and attract foreign investment to Alberta.

- Strive for excellence in the delivery of service by encouraging a professional teamwork approach that is sensitive to the needs of the Alberta business sector, businesses outside our province and foreign buyers and investors and encourages the most effective use of our resources and development of individual skills and abilities.

September, 1989

TRADE AND INVESTMENT



AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

CANADA AND THE AMERICAS BRANCH

MISSION STATEMENT

PURPOSE:

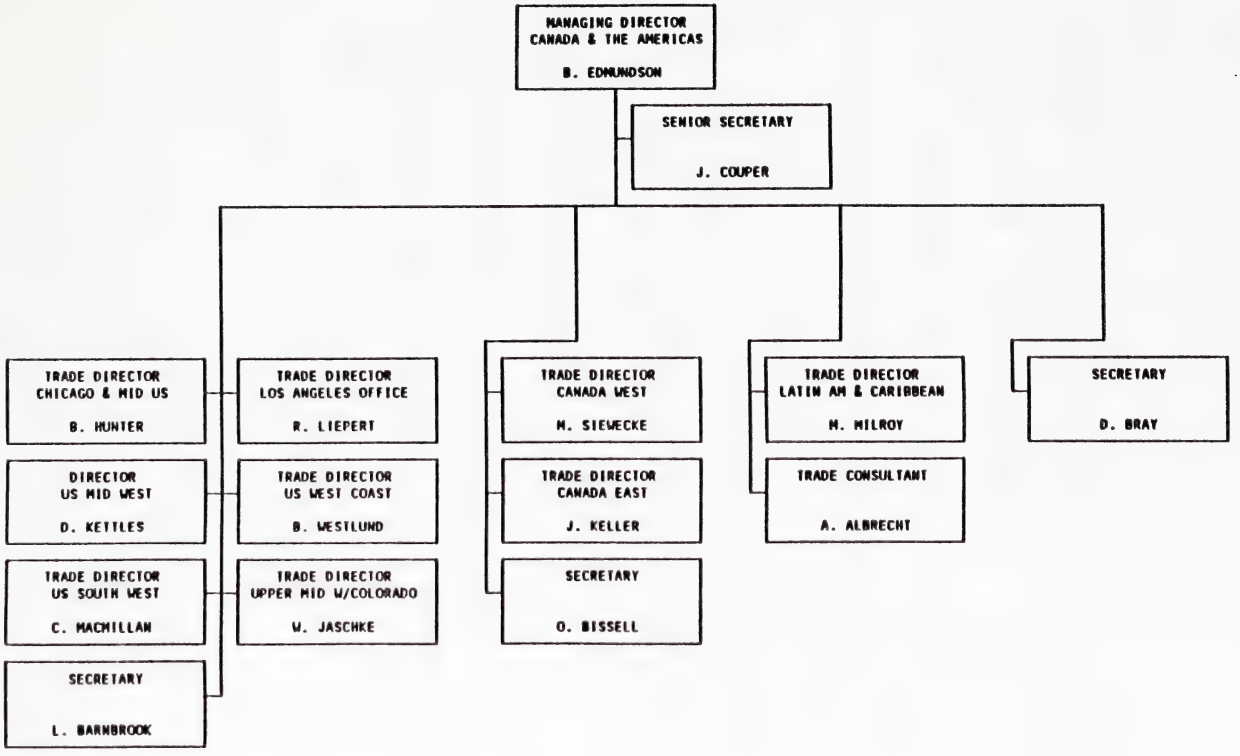
This Branch exists to enhance economic growth and diversification of the Alberta economy by identifying market opportunities in Canada, U.S., Latin America and the Caribbean and matching them with Alberta manufacturing and service capabilities.

Overall, the Canada and the Americas Branch exists in order to:

- Source and assess capability of potential exporters particularly in new industry sectors.
- Provide first time exporters with their initial export experience within Canada and the U.S.
- Create export opportunities using a comprehensive service to match U.S. and Canada agents and distributors with Alberta suppliers.
- Facilitate incoming buyer and outgoing selling missions utilizing the services offered by our international offices, foreign embassies and other related agencies.
- Provide export opportunities using trade and investment shows, joint venturing with External Affairs wherever possible.
- Provide export training and educational seminars and conferences in Alberta and the export marketplace.

September, 1989

CANADA AND THE AMERICAS



AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

INTERNATIONAL TRADE BRANCH

MISSION STATEMENT

PURPOSE:

The International Trade Branch assists in the economic growth and diversification of the Alberta economy by identifying new international market and investment opportunities. We will accomplish this by providing export marketing assistance to Alberta businesses to increase their effectiveness and competitiveness in the international marketplace.

Overall, the International Trade Branch exists in order to:

- o Identify an increasing number of business opportunities in priority/target countries of the Asia/Pacific, European, Middle East and African regions.

- o Match identified opportunities with individual private sector capabilities.

- o Coordinate and maintain liaison with all levels of government and private sector both domestically and internationally.

- o Market Alberta's training and educational expertise as an additional sales tool to enhance new market penetration by the private sector.

- o Initiate unique approaches to marketing in the World's leading centrally planned economies, i.e. China, USSR.

- o Help introduce Alberta companies to foreign markets through a variety of mechanisms including:

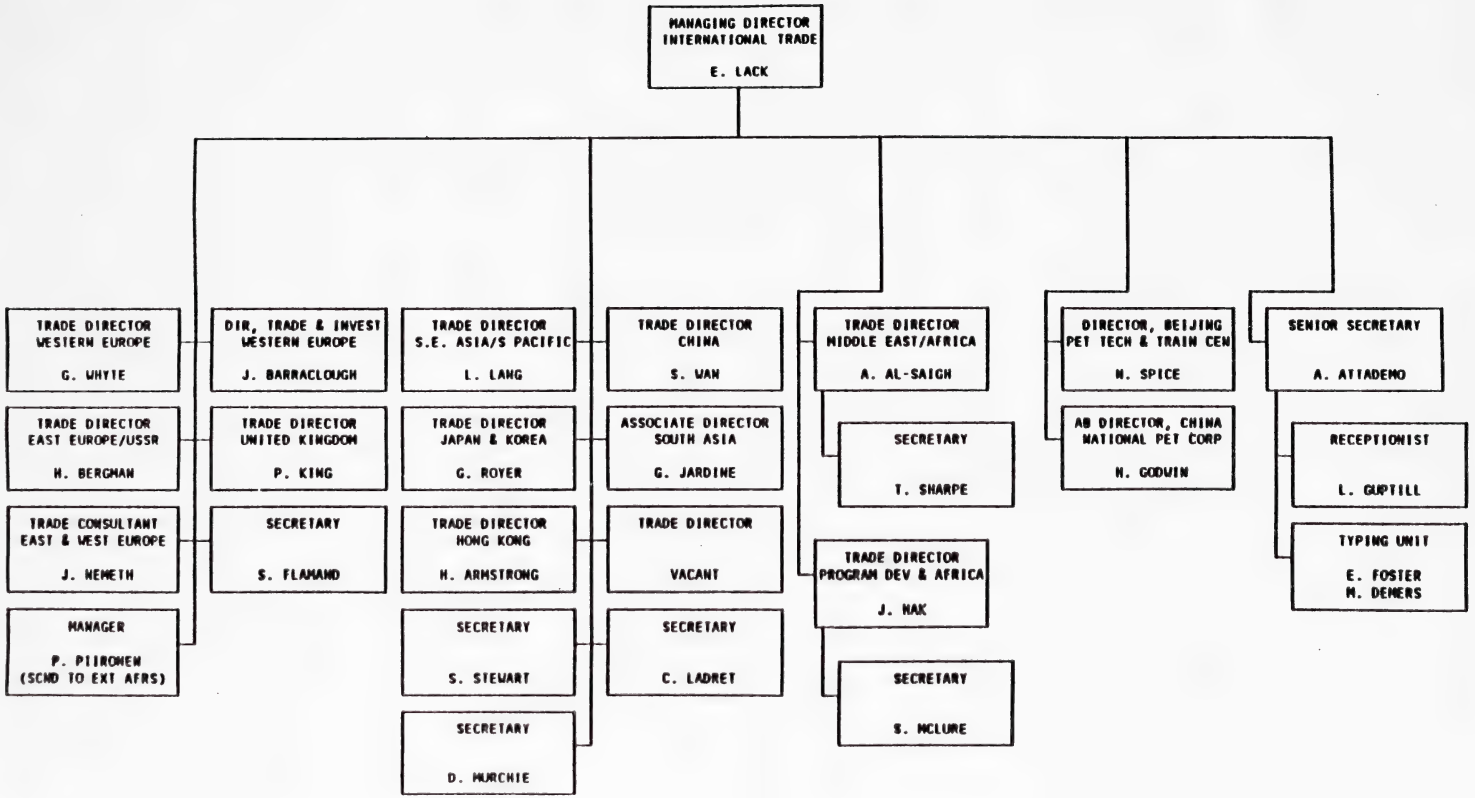
  - International market counselling of individual companies and industry sector associations.

  - "How to Export" seminars to priority target countries.

  - Maximizing the use of Alberta foreign offices and the Canadian Embassy offices.

September, 1989

INTERNATIONAL TRADE



AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

INVESTMENT PROMOTION BRANCH

MISSION STATEMENT

PURPOSE:

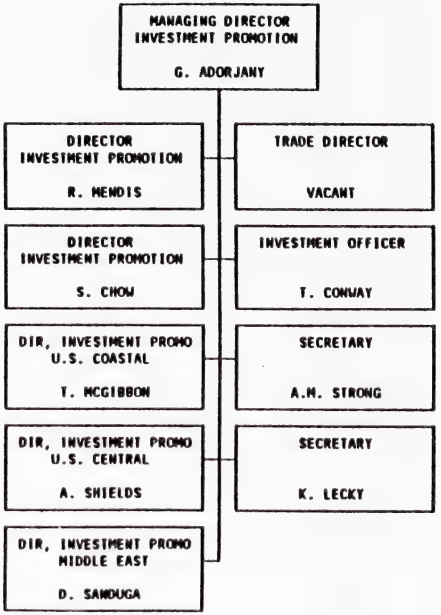
The Investment Promotion Branch exists to enhance the economic growth and further diversification of the Alberta economy by promoting economic opportunity in the Province internationally and facilitating investment in this regard. This will be accomplished by promoting awareness of Alberta's economic capabilities and investment opportunities to the international investment/financial community through institutions, individuals and government agencies. Investment in this sense includes active and passive investment, business immigration, joint ventures and technology transfer agreements.

Overall, the Investment Promotion Branch exists in order to:

- Identify and priorize countries from where the different types of investment can be attracted to Alberta.
- Develop and implement policies and programs to promote, encourage and facilitate international investment in Alberta.
- Organize Investment Missions and Seminars in priority regions of the world to promote investment to the international investment/financial community.
- Organize programs and itineraries for visiting institutional and private investors to educate them of the advantages of investing in Alberta.
- Assist and counsel private individuals considering investment in Alberta through the Business Immigration Program.
- Maintain regular and ongoing contact with the international investment/financial community and private investors, and render effective assistance in their need for timely and accurate investment information.
- Take a lead role in the pursuit of a professional and coordinated approach to international investment promotion within the Alberta Government.

September, 1989

INVESTMENT PROMOTION



AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

MARKETING RESEARCH & INTERNATIONAL FINANCE SERVICES

MISSION STATEMENT

PURPOSE:

Marketing Research and International Finance Services exists to provide support to the line branches in developing and carrying out a strategic marketin program.

Overall, Marketing Research & International Finance Services exists in order to:

- Provides support to the line branches and private sector clients in accessing projects funded by the International Financial Institutions.
- Provides the framework and management systems to develop and carry out the Division's marketing strategies and programs.
- Assists the line branches in the compilation, evaluation and dissemination of market intelligence.

September 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

TRADE SHOW PROMOTION SERVICES

MISSION STATEMENT

PURPOSE:

- To provide professional expertise to the Trade and Investment Division in the development and execution of a Trade Show Program

September, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

POLICY AND PLANNING DIVISION

MISSION STATEMENT

PURPOSE:

The Policy and Planning Division provides policy analysis, development and coordination in the areas of business development, investment, trade, diversification, transportation and international assistance. The Division provides planning, project and program support toward the development of an effective transportation system for Alberta companies to compete in export markets. The above will be accomplished by working with cabinet committees, other divisions, departments, governments, the private sector and the general public with the objective of improving the short and long term economic well being of Albertans.

Overall, the Policy and Planning Division exists in order to:

- Develop and recommend policies and strategies that respond to opportunities and challenges in the areas of business development, trade, investment and diversification.

- Coordinate policy initiatives in concert with other divisions and departments.

- Develop jointly with the private sector, strategic intelligence on the likely future course of the world economy, based on economic, social and technological trends, as well as information on long term structural changes.

- Address the implications of long term global opportunities and challenges for Alberta's private and public sectors, both in terms of strategy development and as a catalyst for change.

- Undertake and coordinate cross-sectoral research and analysis, including the development of forecasts and assessments of economic trends, changes and performance.

- Evaluate policies and initiatives by other departments and governments to assess their impact on Alberta's economy and to recommend appropriate action.

- Provide technical and planning expertise for other divisions in support of their program activities and objectives.

- Develop and coordinate the planning and implementation of multi-modal transport policy designed to support the economic development, diversification, trade and investment policy objectives of the government.

- Initiate and administer projects, investments and programs to provide improved cost effective transportation infrastructure and services.

.../2

- Develop, coordinate and administer programs of international developmental assistance in the areas of Primary Health Care and Entrepreneurial Enterprises in association with Non-Governmental Organizations (NGOs) and coordinate the allocation of Alberta's international aid budget.

- Work with NGOs in the development and coordination of CIDA and other funding sources for assistance to less developed countries.

- Strive for excellence in the delivery of our services by encouraging a professional team approach within the division which is sensitive to the needs of our clientele and encourages the most effective use of our resources and development of individual skills and abilities.

September, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

POLICY DEVELOPMENT AND COORDINATION BRANCH

MISSION STATEMENT

PURPOSE:

Responsible for the general area of economic development policy, the Policy Development Branch develops economic strategies and programs related to the broad areas of industry and small business development, diversification, investment and trade. The Branch coordinates the department's policy position on economic development issues, particularly those which cross divisional and departmental lines. The Branch also takes a lead role in coordinating economic development initiatives by the government and encouraging an attitude of cooperation among departments.

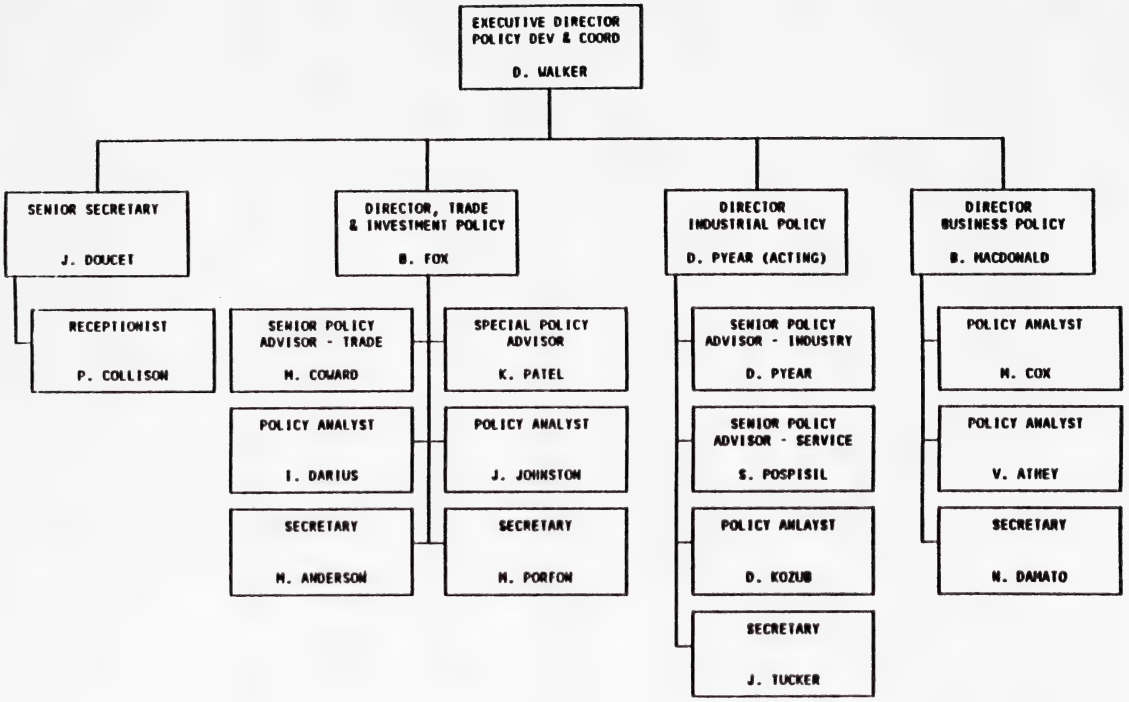
Our mission is accomplished by working with Cabinet Committees and individual Ministers; other divisions and departments; other governments at the federal, provincial and municipal levels; and the private sector. The Branch takes an innovative, pro-active and market-oriented approach to exist the Alberta Government in meeting its economic development objectives.

Overall, the Policy Development and Coordination Branch exists in order to:

- Provide strategic direction for the Department through identifying the opportunities and risks associated with alternative policy options.
- Coordinate the planning and policy development activities of the Department as the focal point for this role.
- Develop detailed economic strategies and programs necessary in helping the Department achieve its objectives and priorities.
- Undertake and coordinate the cross-sectoral research and analysis activities of the Department, including assessment of economic trends and changes.
- Support the program activities of the Department through providing the analytical and technical expertise needed to address complex policy issues.
- Assess the effects of economic policies on the industrial and service sectors of the Alberta economy and to forecast future performance.
- Serve as the Secretariat to the Deputy Ministers Committee for Coordination of Economic Development, Diversification and Trade and the Departmental Policy and Planning Coordination Committee.

September, 1989

POLICY DEVELOPMENT AND COORDINATION



AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

TRANSPORTATION SERVICES BRANCH

MISSION STATEMENT

PURPOSE:

The Transportation Branch provides policy analysis, development and coordination in the area of transportation and physical distribution in support of departmental and government objectives. The branch provides planning, project and program support and acts as a catalyst towards the development of an adequate, competitive and cost effective transportation system for Alberta companies to compete in export and domestic markets. The above will be accomplished by working with cabinet committees, other divisions, departments, governments, the private sector, and other clients with the objective of improving the short and long term economic well being of Albertans.

Overall, the Transportation Services Branch exists in order to:

- Develop and recommend policy and strategies that influence the regulatory and institutional environment to ensure that an adequate and technologically advanced transportation system encompassing all modes is available for the movement of goods people.

- Initiate and administer projects, investments and programs to provide improved and cost effective transportation and distribution infrastructure and services.

- Provide technical and planning expertise in the area of transportation, distribution and land use in support of client program activities and objectives.

- Encourage innovation in the transportation and distribution system and encourage the growth of transportation related industry in Alberta.

- Provide information and educational services on transportation and physical distribution to users in support of departmental objectives.

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TRANSPORTATION SERVICES
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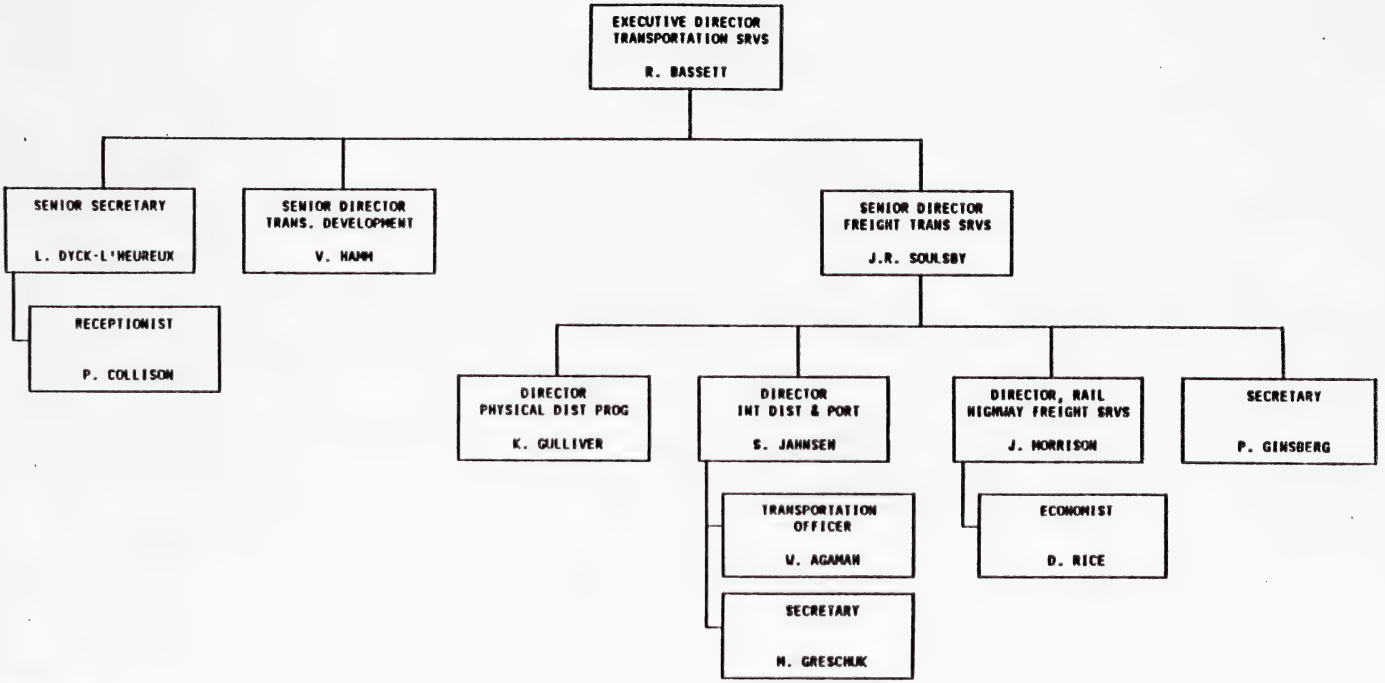

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TRANSPORTATION SERVICES
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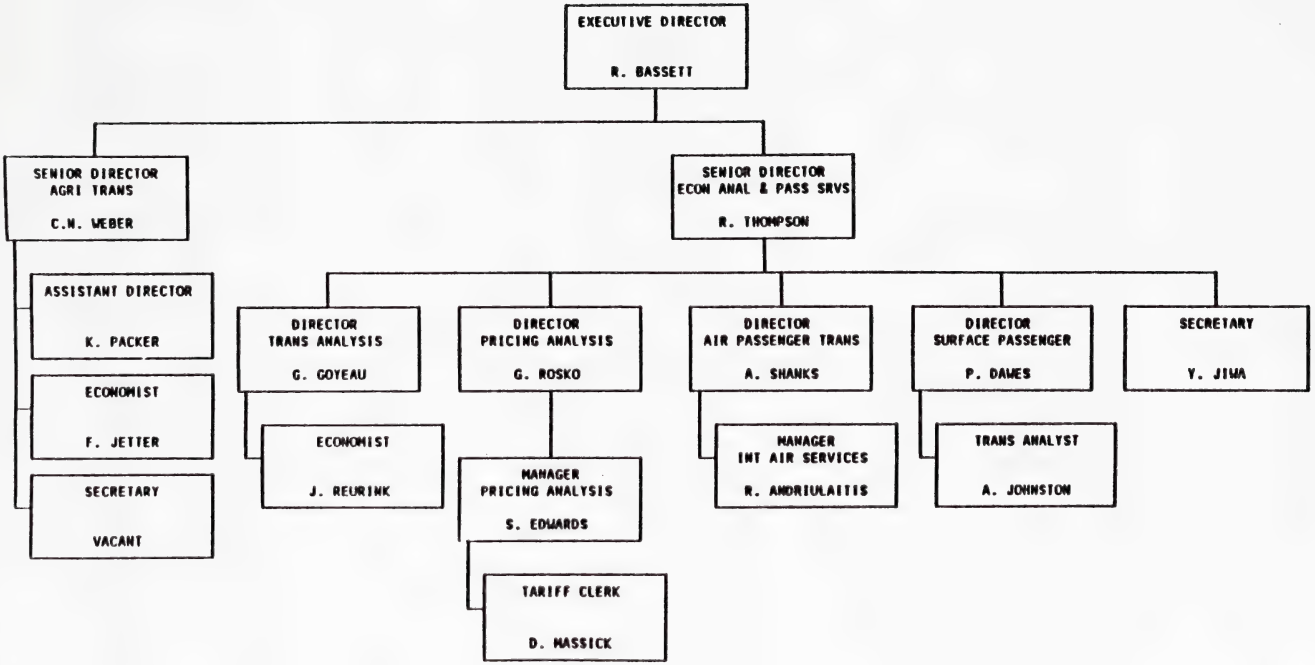

AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

FUTURES COMPENDIUM

MISSION STATEMENT

PURPOSE:

In order to assist Alberta Economic Development and Trade achieve its mission of improving the short term and long term well being of Albertans, the Futures Compendium develops strategic intelligence on the likely future course of the world economy, based on economic, social and technological change as well as information on long term structural change. On the basis of this strategic intelligence, the Futures Compendium identifies implications of long term global opportunities and challenges for Alberta's private and public sectors, develops long term strategic direction for the Department and acts as a catalyst for change. The Futures Compendium will accomplish this by working with its private sector Advisory Council, other divisions of the Department and other Departments.

Overall, Futures Compendium exists in order to:

- Develop information on the likely future course of the world economy and related structural changes, in the form of scenarios and other techniques. Along with assessments of the implications of such developments for Alberta, this information is used to provide long term strategic direction for the department's program and policy initiatives. It is also provided, on a periodic basis, to other departments and to committees of government.

- Responsible for the application of futures information to specific policy, program and project areas, in a lead or supportive role, both within Economic Development and Trade, and with other departments.

- Undertake issue specific, public/private sector task force activities, in which information about the future likely course of the economy offers a particular advantage in achieving some new development, especially where issues cut across traditional development lines in land use, transportation and economic activity.

- Develop and maintain a strategic information base, drawing from major research organizations globally, from published sources, and from reconnaissance meetings with corporate executives, government leaders and senior researchers in North America and overseas.

- Provide technical assistance and advice to other branches and divisions of the department on long term issues and related to business development, trade promotion, investment promotion and transportation.

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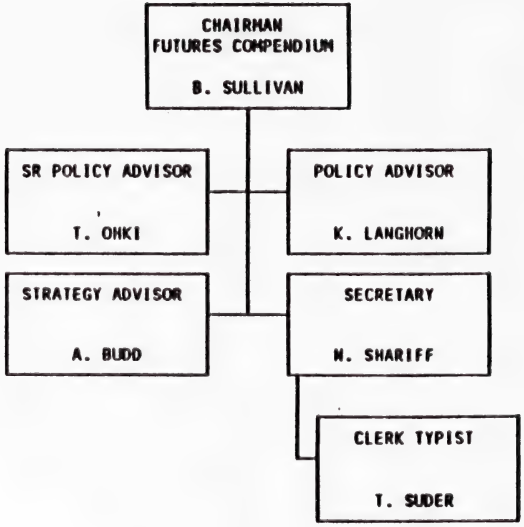
FUTURES COMPENDIUM



ALBERTA ECONOMIC DEVELOPMENT AND TRADE

ALBERTA AGENCY FOR INTERNATIONAL DEVELOPMENT

MISSION STATEMENT

PURPOSE:

To encourage a positive Alberta presence in international development by providing developmental assistance support appropriate for the improvement of social and economic conditions among the least advantaged segments of society in eligible less developed countries, in cooperation with recognized Non-Governmental Organizations (NGOs) and with respect for the culture, environment, dignity and independence of the beneficiaries.

Overall, the Alberta Agency for International Development exists in order to:

- Initiate and coordinate the development of policy guidelines and procedures for the efficient operation of the Alberta Aid for Industrial Development Program (AAID) having due regard to Legislative and Treasury requirements.

- Encourage the highest possible and most effective use of available programs and resources by NGOs, through the provision of information, consultative and support services.

- Encourage the positive participation of volunteer NGOs in the development of AAID policy and delivery of services.

- Develop an awareness of the global community and the interdependence of nations among Alberta citizens.

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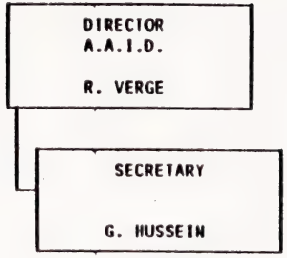
ALBERTA AGENCY
FOR INTERNATIONAL
DEVELOPMENT



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ALBERTA ECONOMIC DEVELOPMENT AND TRADE

COMMUNICATIONS AND INFORMATION SERVICES

MISSION STATEMENT

PURPOSE:

Communications and Information Services exists to support the Department's economic diversification initiatives by providing communication and public relations consultative and technical services to the Minister, Chief Deputy Minister, Deputy Minister, division Heads and operational managers that will enhance the flow of accurate and timely information to the private sector, the general public, news media and members of the Legislature.

Overall, Communications and Information Services exists in order to:

- To facilitate and encourage the development and implementation of an annual department communications plan that is compatible with the department's goals and objectives.

- Provide objective communications consultative services and technical support to the department concerning media relations, issues management and program delivery.

- Coordinate media liaison for the department through press conferences, news releases, interviews, articles and by acting as spokesperson when required.

- Coordinate the department's advertising, audio-visual, print and display requirements in keeping with the needs of the Department.

- Upon request and in cooperation with other divisions, develop and recommend communications strategies and programs that will enhance and improve the performance of Alberta companies participating in Department sponsored trade shows and outgoing marketing missions.

- Encourage close liaison and cooperation between the communication branches of other government departments and agencies to ensure that public relations activities with respect to economic diversification build and reinforce a consistent image.

- Respond to pubic inquiries for information regarding government programs, services and publications as required.

- Provide writing and editing services for speeches, presentations, briefing notes, annual reports, publications as required.

- Strive for excellence in the delivery of service by taking a professional team approach that is sensitive to the needs of the department while encouraging effective use of our resources and the development of individual skills and abilities.

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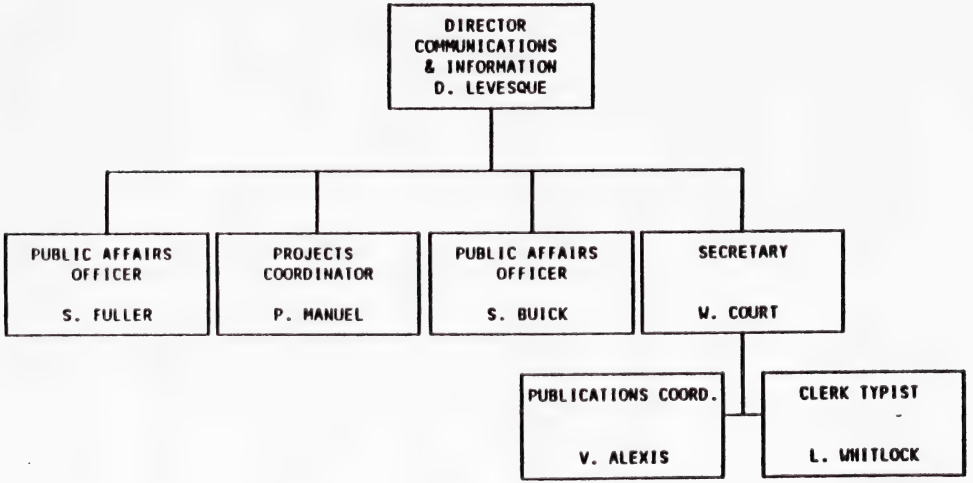
COMMUNICATIONS AND
INFORMATION



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ALBERTA ECONOMIC DEVELOPMENT AND TRADE

FINANCE AND ADMINISTRATION

MISSION STATEMENT

PURPOSE:

To provide responsive central departmental support, coordination and guidance in accounting, budgeting, information management, EDP, physical plant/facilities and office services to enable the department to achieve its goals and objectives.

We will accomplish this through the effective and efficient utilization of our given resources by providing expertise and assistance to the department and its clients within the parameters of applicable acts, regulations, policies and guidelines established by central control agencies.

Overall, Finance and Administration exists in order to:

- Prepare timely and accurate budgets, forecasts and management information reports through liaison with line managers.

- Provide advice and recommendations to senior management on resource allocation and utilization.

- Develop and recommend policies which advocate responsible financial and resource management practices in the department including internal audit and program evaluation.

- Process departmental accounts for payment on a timely basis, maintain accurate accounting records which satisfy internal requirements as well as Treasury and Auditor General requirements.

- Develop the department's EDP strategy to satisfy immediate and long term EDP and information requirements; provide EDP expertise and support to users; develop data processing and office automation systems including the acquisition and management of hardware, software and database.

- Acquire, organize and disseminate published information which exists in hardcopy, audio visual or electronic format to department staff, clients of the department and other government agencies.

- Manage the department's physical plant and facilities; acquire office equipment and supplies on behalf of users; and provide central office support services such as mail, messenger, safety and insurance.

- Provide direction and guidance in the development and management of departmental records, ensuring the orderly classification, retention and disposition of records.

- Strive for excellence in the delivery of service by encouraging a professional team approach that is sensitive to the needs of the department and encourage the most effective use of our resources and development of individual skills and abilities.

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FINANCE AND ADMINISTRATION
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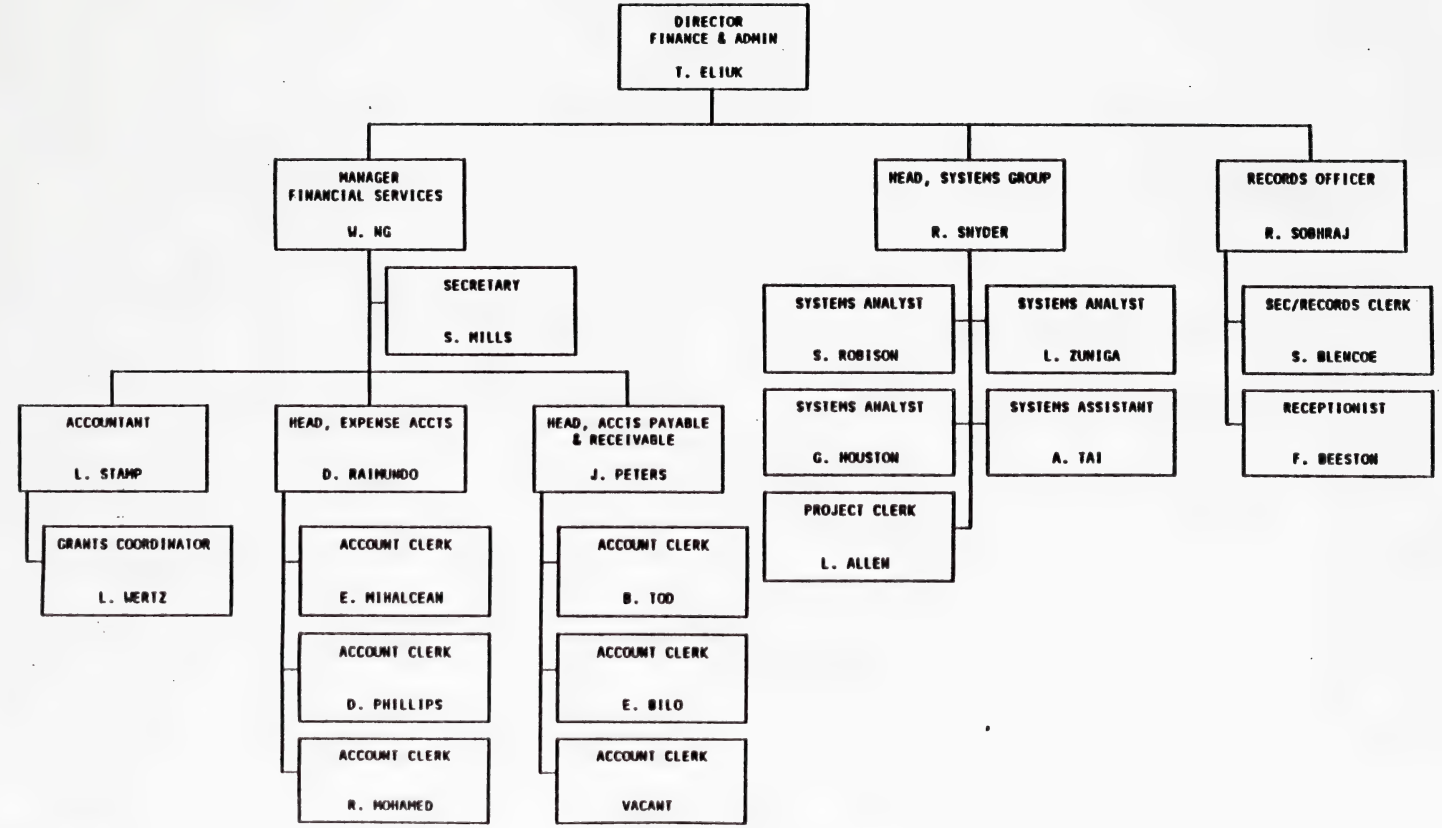

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FINANCE AND ADMINISTRATION
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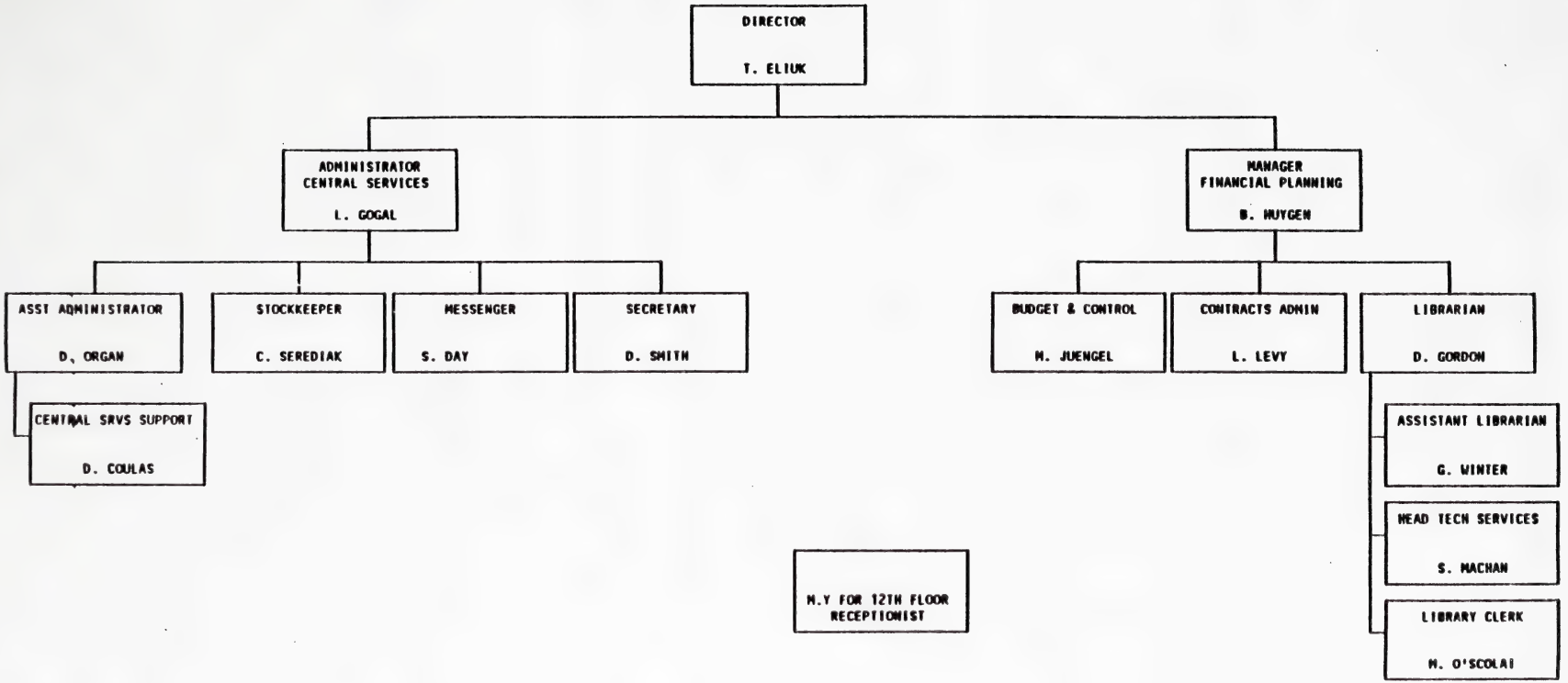

AUG 1, 1989

ALBERTA ECONOMIC DEVELOPMENT AND TRADE

HUMAN RESOURCES

MISSION STATEMENT

PURPOSE:

To provide support and consultative services to the department in human resource management and development. We will provide information and guidance to the department and the general public which recognizes individual needs, is timely, encourages fairness and equity and recognizes managers accountability.

Overall, Human Resources exists in order to:

- Provide advice and assistance to managers and staff in organization development and effectivenss, human resource planning occupational health, employee relations, staff development and training, employee benefits, performance appraisal systems and equal opportunities.
- Encourage individual and corporate well-being.
- Administer the staffing process.
- Administer the departmental classification system.
- Administer the departmental payroll system.
- Establish and maintain official staff and position records.
- Provide information and guidance to the general public regarding employment opportunities and processes.
- Encourage the enhancement and development of positive human resource practices in Government through interactions with the personnel community.
- Provide assistance in ensuring that the spirit and intent of statutory and procedural requirements are met.
- Strive for excellence in the delivery of service by taking a professional team approach that is sensitive to the needs of the department while encouraging effective use of our resources and the development of individual skills and abilities.

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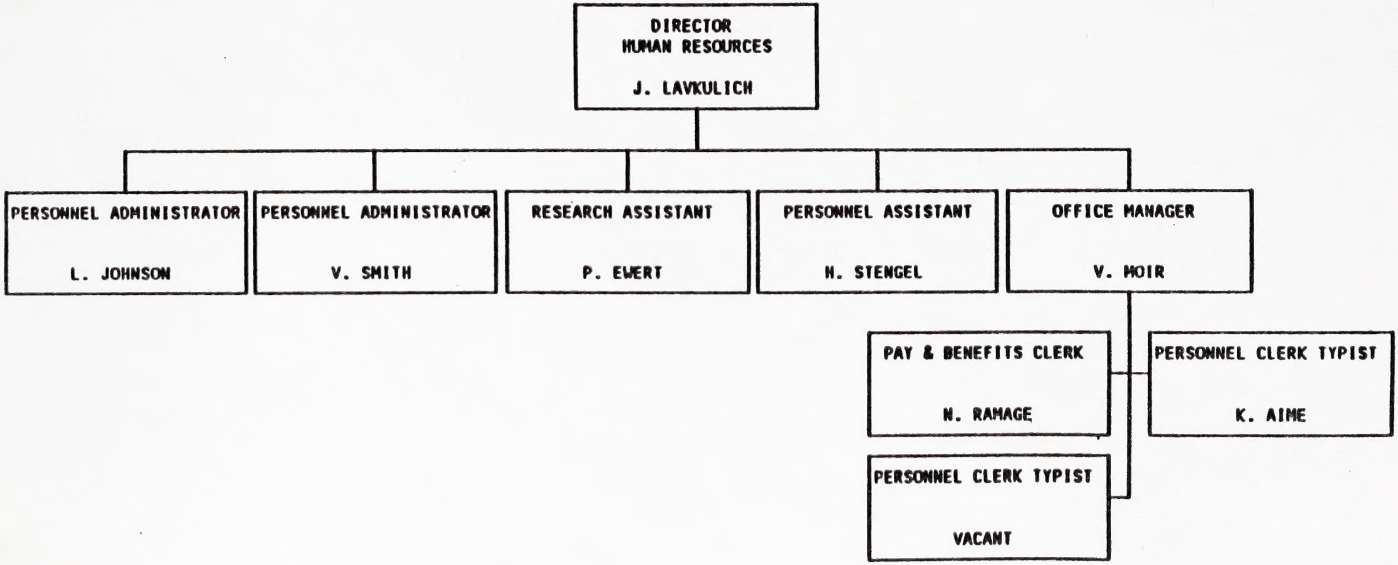
HUMAN RESOURCES



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Alberta
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